



# USAID | HONDURAS

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Vacancy Announcement No. ST-FN-77-15

**OPEN TO:** All interested candidates  
*(All applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).*

**FULL LEVEL OF PERFORMANCE:** FSN PSC – 10

**LOCATION OF POSITION:** Education Office, Tegucigalpa, Honduras

**POSITION TITLE:** USAID Project Management Specialist (Basic Education)

**OPENING DATE:** September 28, 2015

**CLOSING DATE:** October 13, 2015

**WORK HOURS:** Monday through Friday (40 hours per week)

**SALARY:** Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 548,214.00 to L. 931,958.00 per year.

## **BASIC FUNCTION:**

The Project Management Specialist (Basic Education) for the Education Development Office will contribute to achieving results under USAID/Honduras Development Objective Two (DO2): Extreme poverty sustainably reduced for vulnerable populations in Western Honduras. The Basic Education Specialist will work closely with the Project Management Specialist (Education) and the DO2 Team to ensure that basic education activities are designed and implemented in alignment with defined strategy and priorities. This may include strategy development and review, coordination with the DO2 team and other technical offices, program design and management, and analyses of performance and technical reports. S/he will support the DO2 Team in ensuring that USAID's basic education investments meet the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education, municipalities, communities, and other donors to achieve planned results.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

*This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.*

- A. Activity Implementation (40%).** The Basic Education Specialist will provide technical guidance to implementing partners to ensure sound management of education interventions. S/he will provide the team with assistance in tracking and reporting against targets. The Project Management Specialist (Basic Education) will provide oversight to contractors and grantees by serving as Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR) for the selected implementing partners. As COR/AOR, the incumbent will manage all administrative, technical, and financial aspects of these programs. S/he will closely track how the programs contribute to DO2 and to the Ministry of Education's priorities for related technical areas and ensure that program activities remain aligned to the Honduran government's long term objectives in the education sector. The Project Management Specialist (Basic Education) will conduct regular site visits and progress reviews with the implementing partners' key personnel. S/he will analyze, interpret, and summarize findings to report on program progress and impact and to respond to requests for data and information.
- B. Strategy and Activity Design (30%).** The Basic Education Specialist will support EDO's basic education team in programming USAID/Honduras' annual education budget in alignment with DO2 and in accordance with Agency guidance and procedures. S/he will review and update strategy documents, design and amend activities, and prepare program design and procurement documents including concept papers, project and activity approval documents, scopes of work and program descriptions, and budgets.
- C. Technical Guidance (15%).** The Basic Education Specialist will serve as the EDO and DO2 Team resource person and subject matter expert in specified areas (such as gender in education, education decentralization, education technology) as assigned by the Education Office Chief. S/he will investigate international trends and best practices, remain knowledgeable about local

initiatives, and represent EDO in strategy sessions, coordination meetings, and other activities when the subject matter is relevant.

- D. Knowledge Sharing and Communication (15%).** The Basic Education Specialist will draft, review, and edit key English and Spanish language materials related to basic education activities supporting DO2. S/he will contribute to DO2's Development Outreach and Communications Strategy by writing success stories, designing and leading site visits for high-level visitors, developing briefing and reporting documents for senior USAID and USG officials, and finding other ways to share information on the activities with audiences in Honduras and the United States.

**REQUIRED QUALIFICATIONS:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** A bachelor's degree is required in the areas of education, sociology, international development, political science, economics or any other related social science.

**Prior Work Experience:** Minimum of three (3) years of professional experience working in education. Experience may include experience working in basic education, teacher professional development, curricular development, education assessment, education decentralization, and community participation in education. Technical knowledge of education systems and policy reform is preferred. Within these three years, a minimum of one (1) year of education development program design or implementation experience is required.

**Language Proficiency:** Level IV (fluent) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing. This will be tested.

**Job Knowledge:** In-depth knowledge of the education sector in Honduras, particularly as related to basic education is required, including the range of issues impeding access to and quality of basic education is required. The incumbent is expected to bring knowledge and best practices for improving basic education outcomes, especially in primary school reading and targeted toward vulnerable populations as well as knowledge of the education system decentralization, teacher professional development, and education assessment.

**Skills and Abilities:** Strong communication skills are required. Demonstrated ability to work in a team and apply relevant technical skills is required. Excellent organizational skills are required to plan, supervise, and evaluate complex activities. Demonstrated ability to establish realistic program workloads and short- and long-term objectives is required. Computer proficiency in Microsoft Office is required.

**ADDITIONAL SELECTION CRITERIA:**

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae in English that provides the same information found on the UAE; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: [TGGUSAID@state.gov](mailto:TGGUSAID@state.gov)

**POINTS OF CONTACT:**

Department of State - Human Resources Office:

Alice Castro Wu: 2236-9320, Ext. 4743; Fax: 2221-4002

USAID/Honduras – Human Resources Office:

Sandra Aguilera: 2236-9320, Ext. 4859; Fax: 2236-7776

**CLOSING DATE FOR THIS POSITION: OCTOBER 13, 2015**

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>  
for additional information and employment opportunities

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